

## **Chapter 32 - SEPARATION OF CHILDREN AND ADULTS IN CENTER BASED PROGRAMS**

REVISION DATE: 8/1/14

INITIAL IMPLEMENTATION DATE: April 16, 2014

INTENDED USER(S): Network staff, Quality Assurance staff, and Qualified Vendors

PURPOSE: To outline the requirements for separation of children and adults in center based settings that provide services to both populations.

### Definitions

*Children: any member 17 years of age or younger.*

*Adults: any member 18 years or older.*

### Requirements

- A. Separation of children and adults is required to ensure the health and safety of Division members at all times.
- B. Each site must have one area designated solely for children and one area designated solely for adults to prevent any interaction between the two age groups.
- C. Each site shall provide a physical and visual barrier separating the two areas. Separate areas shall include:
  - 1. Bathrooms; and
  - 2. Any interior space used for instruction, play, or similar activities.
- D. The site may have common areas (e.g., kitchens, hallways, storage areas, reception areas, building entrances) accessible by both children and adults.
- E. The Qualified Vendor shall provide the Division with written policies that include efforts to minimize contact between children and adults in a manner that will maintain the safety of all members.
- F. During the delivery of the service, transportation of children must be provided separately from transportation of adults.
- G. District Network and/or Quality Assurance staff will work collaboratively with Qualified Vendors to review service sites and offer technical assistance to meet these requirements.

- H. Qualified Vendors shall meet these requirements.

Requests for Change in Process or Policy

- A. A completed *Separation of Children and Adults in Center Based Programs* form must be submitted to the District Quality Assurance Monitor for each site when a change in process or policy is needed in order to meet the requirement. The form is on the Division's website, located [here](https://www.azdes.gov/appforms.aspx?category=81&menu=96).  
(<https://www.azdes.gov/appforms.aspx?category=81&menu=96>)

The request will include:

1. The reason(s) for the request; and,
  2. The proposed means by which the following will be met:
    - i. The health and safety of members and/or staff; and,
    - ii. The intent of the contract.
- B. Approval shall be made at the sole discretion of the Division and may include a site visit.
- C. Upon approval of the request, the Qualified Vendor will provide the Division a template "Letter of Notification" to be sent to all current and prospective members/ legally responsible person(s) informing them of the change in process or policy regarding the separation of children and adults.
1. When substantial changes to the physical location or member participation occur which may affect an approved request, the Qualified Vendor shall provide written notification to the Division of anticipated changes within 5 business days.
  2. Qualified Vendors may exercise the remedy outlined in R6-6-2115 when in disagreement with a Division decision.